

GOVERNMENT OF THE DISTRICT OF COLUMBIA
D.C. BUILDING CODE ADVISORY COMMITTEE
BYLAWS

ARTICLE 1 - GENERAL

Section 1 – Name

This group shall be known as the District of Columbia Building Code Advisory Committee hereinafter referred to as the “Committee.”

Section 2 – Purpose

The purpose of the Committee shall be to advise the Mayor and the District of Columbia Government on all matters pertaining to the D.C. Building Codes under the guidelines of Mayor’s Order 89-257.

Section 3 – Methods

In furtherance of this purpose the, Committee shall:

- (a) Meet regularly on a schedule established by the Executive Committee from time to time to carry on the business of the Committee and make decisions on issues coming before the Committee in a manner to maintain a set of Building Codes that will be fair to all.
- (b) Organize and coordinate sub-committees.
- (c) Adopt any other relevant plans which shall be in harmony with the will and spirit of the committee.
- (d) Conduct all meetings in accordance with Revised Roberts Rules of Order.

Section 4 – Powers

In order that it may effectually fulfill its purpose, the Committee shall have the power to:

- (a) Elect officers and appoint sub-committees.
- (b) Execute and accomplish plans adopted by the Committee.
- (c) Make recommendations to the Mayor and the District of Columbia Government.

ARTICLE 2 – MEMBERSHIP

Section 1 – Membership

Any organization wishing to be represented on the Committee shall submit a written request to the Mayor for appointment of up to two members.

A member is an individual who has been appointed by the Mayor and duly sworn in.

Section 2 – Resignation

Should a member of the Committee resign, the organization which the member represents shall notify the Mayor and the Committee. The organization represented shall recommend to the Mayor a candidate to fill the vacancy. The Mayor's office is requested to notify the Committee of the new appointment.

Section 3 – Voting

There shall be no proxy. Only members shall have the right to vote. All actions of the Committee shall be approved at a duly authorized meeting with a quorum, by a majority of members present.

Section 4 – Attendance

Member organizations not represented at two consecutive Committee meetings will be noted accordingly, in writing, by the Chairperson.

An attendance register shall be provided to the member organizations on a quarterly basis unless otherwise determined by the Executive Committee.

Section 5 – Quorum

A quorum of nine members shall be required to vote on Committee matters at duly authorized meetings.

Section 6 - Special Guests

Special guests can participate in the general session with approval of the appropriate sub-committee and with the concurrence of the Chairperson of the Committee. Appearance of invited guests may be vetoed by the Executive Committee. The Executive Committee may at any time authorize guests to participate in general sessions and sub-committee sessions.

ARTICLE 3 - PROCEDURES

Section 1 - Processing Requirements

Acceptance of matters for the Committee's consideration shall be done in conformance with this section:

- a. All matters for consideration shall be presented in a form established by the Executive Committee.
- b. To be accepted for consideration, matters must be considered relevant to the Committee's purpose as judged by the Executive Committee. The Executive Committee may waive this procedure on specific matters.
- c. Proponents of matters rejected by the Executive Committee have the right of appeal to the Committee. Any matter, upon a motion approved by the Committee, must be accepted for consideration by the Executive Committee.
- d. Upon acceptance, the Executive Committee shall introduce the matter to the Committee and direct the matter to the appropriate sub-committee(s) for review.
- e. Upon the completion of its review, the sub-committee shall report its recommendations to the Committee.
- f. The Committee meeting immediately following the meeting in which the sub-committee presented its report is the earliest the Committee can give its approval/disapproval of the sub-committee's report.
- g. Approved items shall be then recommended through the Director of DCRA to the Mayor for adoption and promulgation.

Section 2 - Recommendations

All recommendations from the Committee that affect the District of Columbia Government shall be sent to the Mayor with a copy to the Administrator, Building and Land Regulation Administration and his or her appointed representative.

Section 3 – Minutes

All Committee meetings shall be recorded and transcribed by a court reporter. Copies of the minutes shall be distributed to all Committee members.

Section 4 - Meeting

The Committee shall meet on the third Wednesday of each month, unless another regular schedule is established by the Executive Committee. The time and place shall be designated by the Chairperson. A special meeting may be called at the discretion of the Chairperson. All

meetings of the Committee, of its standing sub-committees and of working groups where business of the Committee is transacted shall be open to the public and shall take place at a location served by public transportation.

Section 5 - Annual Report

Once each year, at the regularly scheduled February meeting, the Chairperson shall deliver a report to the Committee concerning appeals from decisions of the DCRA and the Fire Department, both internally and to the Board of Appeals and Review. The purpose of this report shall be to identify the efficacy of the appeals process and to identify the potential areas for consideration of Code changes by the Committee.

Section 6 – Electronic Communications

All matters for consideration, minutes of meetings, and membership rosters may be made available by electronic mail and/or posting on the Committee’s web site.

ARTICLE 4 - OTHER COMMITTEES

Section 1 - Standing Sub-Committees

Standing sub-committees shall review all proposed changes to the Codes whenever assigned to do so by the Executive Committee or whenever the chairperson of a sub-committee believes a proposed change would impact upon the provisions of the Codes normally reviewed by his or her sub-committee. The standing sub-committees are as follows:

ISSUES & POLICY	CONSTRUCTION
FIRE & LIFE SAFETY	ACCESSIBILITY
STRUCTURAL	ELECTRICAL
MECHANICAL/BOILER/FUEL GAS	RESIDENTIAL
PLUMBING	ELEVATOR
ENERGY	EXISTING STRUCTURES/PROPERTY MAINTENANCE

Any member of the Committee may serve as a member of a standing sub-committee. A sub-committee Chairperson may appoint individuals who are not Committee members to the sub-committee (usually to provide expertise).

Sub-committee members who are not Committee members shall have full voting rights within the sub-committee and may be included in determining a quorum for sub-committee actions. All actions of a sub-committee shall be approved by a majority vote of the sub-committee members present. A quorum of three sub-committee members shall be required to vote on sub-committee matters.

Section 2 - Executive Committee

The Executive Committee shall be composed of the Chairpersons of each sub-committee and the Chairperson and Vice Chairperson of the Committee. The Chairperson of the Committee shall also be the Chairperson of the Executive Committee. The Executive Committee shall make the final decision on which sub-committee shall resolve a particular problem or issue.

Section 3 - Nomination Sub-Committee

A nomination sub-committee of three members shall be appointed by the Executive Committee to present a slate of officers to the Committee at the meeting before the vote on Election of Officers. Only duly appointed Committee members may be appointed to the Nomination Sub-Committee.

Section 4 – Chairpersons of Sub-Committees

The Chairperson of the Committee shall appoint Chairpersons of sub-committees.

Section 5 - Working Groups

Working groups can be established by the Chairperson of the Committee or a Chairperson of a Sub-committee to function for no more than one year or to the end of the respective Chairperson's term of office. Members of working groups shall have full voting rights within that group.

ARTICLE 5 - OFFICERS

Section 1 - Officers

(a) Chairperson

The Chairperson shall have the usual executive powers of supervision and management such as may pertain to the office of the Chairperson, and such other powers and duties as are prescribed in the Bylaws and designated from time to time by the Executive Committee.

The Chairperson shall preside at all meetings of the Committee; be the Chairperson of the Executive Committee as per Article 4 herein and a member of all sub-committees, except the Nomination sub-committee; present proposed policies of the Committee for consideration; and represent the Committee with other appropriate groups at public meetings and conferences, or designate an alternate.

(b) Vice Chairperson

The Vice Chairperson shall perform the duties of the Chairperson in all cases in which the Chairperson is unable to serve. The Vice Chairperson shall serve as alternate to the Chairperson and assist in such matters as may be delegated to him/her by the Chairperson or by the Executive Committee.

(c) Length of Service

Both the Chairperson and the Vice Chairperson shall serve until members are duly elected to replace them in their respective offices.

(d) Appointment of Acting Chairperson

In the event that both the Chairperson and the Vice Chairperson cannot continue to serve or they resign, the Executive Committee is empowered to appoint an acting Chairperson to hold office until a member is duly elected to the office.

Section 2 - Election of Officers

Election of Officers shall take place each year from a slate of officers submitted by the Nomination Sub-Committee. Nominations from the floor, if any, shall also be made at this time. The Committee shall vote for the Chairperson and Vice Chairperson by secret ballot.

ARTICLE 6 - AMENDMENTS

Section 1 – Policies

Proposed amendments to the Bylaws shall be sent to all members at least thirty days before the meeting at which the amendments will be voted on. Changes to the Bylaws require a favorable two-thirds vote of the Committee members present.

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